



STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

MARY A. LANNOYE
DIRECTOR

November 11, 2003

MEMORANDUM

TO: Directors of Departments and Autonomous Agencies

FROM: Mary A. Lannoye *MAL*
State Budget Director

SUBJECT: Executive Directive 2003-19 – Reductions in Telecommunication Services

Executive Directive 2003-19 requires reductions in telecommunication services within the Executive Branch by 15 percent for fiscal year 2004 and continuing next fiscal year.

To implement this directive, each department director and autonomous agency head is required to submit a reduction plan to the State Budget Director by December 31, 2003, that includes the following information:

- FY 2003 actual expenditures for telecommunication services, including cellular phone services, wireless pager services, and wireless data services.
- A narrative description of your plan to reduce telecommunication costs.
- Projected expenditures for fiscal year 2004 based upon your reduction plan.

You should implement your plan immediately; there is no need to delay implementation pending State Budget Office approval. The State Budget Office will review your plan as soon as possible after submission and notify you if your plan is not acceptable.

I appreciate your cooperation in implementing this directive. If you have any questions concerning these procedures, please contact Nancy W. Duncan, Deputy State Budget Director, at (517) 373-0870.

Attachment: Executive Directive 2003-19

cc: Rick Wiener, Chief of Staff
Lisa Webb Sharpe, Director of Public Policy
Nancy W. Duncan, Deputy State Budget Director
Agency Budget Directors
Internal State Budget Office Distribution